

Submitting Instruments to Legal

Guidelines

- Use a paperclip/binder clip to secure instrument and attachments. Do not secure instrument and/or attachments with staples.
- Flag each spot that requires the signature of SHO and/or General Counsel's stamp. This includes BAAs. Do not forget to flag the SHO's signature on the Summary Data Sheet.
- Print single sided only.

Order of Instruments

- Summary Data Sheet
- Cover Sheet
- Instrument
- Budget
- Certificate of Compliance (witnessed)
- FFATA
- Disclosure Statement (notarized)
- E-Verify
- If instrument is an amendment, copy of original instrument and any prior instruments.
- Additional documents, if applicable.

Signed by: _____ Date: _____